

Assessment Committee Application Processing System (ACAPS)

HELPFUL HINTS AND DIRECTIONS

2007 Virginia Alternate Assessment Program (VAAP) Standard Setting Committee

General Information

The Assessment Committee Application Processing System (ACAPS) will be available from March 2, 2007 through March 30, 2007, for applicants to the 2007 Virginia Alternate Assessment Program (VAAP) for grades 3 through 5, grades 6 through 8, and grade 11.

ACAPS Helpful Hints:

- If you are unsuccessful logging in to ACAPS three times consecutively, contact the Virginia Department of Education, Division of Assessment and Reporting at (804) 225-2107 or darfax@doe.virginia.gov
- A response must be provided for required entries marked with an (*).
- If you recently married and have not updated your educator's licenses, please use your maiden name to access ACAPS.
- Previous ACAPS users can use the same username and password or select *FORGOT Password*. ACAPS will send a temporary password to the e-mail address provided on your application.
- For previous ACAPS users, ACAPS will automatically provide your demographic and background information based on prior application submissions.
- If you have a *Single Sign-on for Web Systems* (SSWS) account, you can access ACAPS using this account. Please see your SSWS school division account manager for assistance.
- When you have completed entry information on an ACAPS screen, scroll to the bottom and *click* **NEXT** to advance to the next screen.
- If you need to complete sections of the application at a later time, *click* the **SAVE** button, and then *click* **LOGOUT** (upper left corner in the blue box). When you resume work on your application, you will need to log in and provide your password. Once in ACAPS, *click* the View/Edit application to resume completing your application.

Directions for New Users

First, open your Internet browser and type the VDOE home page address <http://www.doe.virginia.gov/VDOE/Assessment/home.shtml/> and click on the ACAPS link in the blue to the left.

Click NEW User. Complete the *New User Registration* to obtain your password. (Record your password for later use.)

ACAPS: Login Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://eb01.vak12ed.edu/acaps/> Go Links

ACAPS VIRGINIA DEPARTMENT OF EDUCATION

Assessment Committee Application Processing System (ACAPS) 1.1.3

ACAPS SUPPORT
HELP

Welcome to the Assessment Committee Application Processing System (ACAPS)

The new ACAPS is designed to be a "paperless" web-based system for the submission and review of assessment committee applications from educators in Virginia public schools. To use ACAPS, all applicants and references must have a teaching license on file with the Virginia Department of Education.

Acaps Login:

1) If you are a first time user, select the [New User](#) link in the box below.

2) If you have accessed ACAPS previously and forgot your password, reenter your username and select the [Forgot Password](#) link

ACAPS Login

Username:

Password:

Login

[Forgot Password](#) [New User](#)

VIRGINIA DEPARTMENT OF EDUCATION

NOTICE AND WARNING

This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized by either the Virginia Department of Education or Virginia School Division Account Managers. Persons permitted access shall use this system only for those purposes for which they have been authorized and shall not share access to their accounts with others. All accesses and activities on this system may be monitored. Any

start Novell GroupWi... 2007 Summer ... ACAPS DRAFT Directio... ACAPS: Login ... 3:10 PM

Step 1:

To log on to ACAPS, all individuals are required to provide personal information such as first name, last name as listed on their Virginia educator's license, and birth month and year (MMYYYY). Applicants may contact their local school division's Human Resource office if they do not know their license number.

The screenshot shows the ACAPS New User Registration Page in Microsoft Internet Explorer. The browser window title is "ACAPS: New User Registration Page - Microsoft Internet Explorer". The address bar shows the URL: <https://eb01.vak12ed.edu/acaps/login.do;jsessionid=8d6896e530d66ec49102b9954bbc90a5ee0a3ab9af0c>. The page header includes the ACAPS logo, the Virginia Department of Education logo, and the text "Assessment Committee Application Processing System (ACAPS) 1.13". There are links for "ACAPS SUPPORT" and "HELP". The main content area is titled "New User Registration" and contains a form with the following fields:

Enter information to help us verify your identity	
First Name	<input type="text"/>
Last Name as on License:	<input type="text"/>
Birth Month and Year:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Month should be in the format MM. Year should be in the format YYYY.

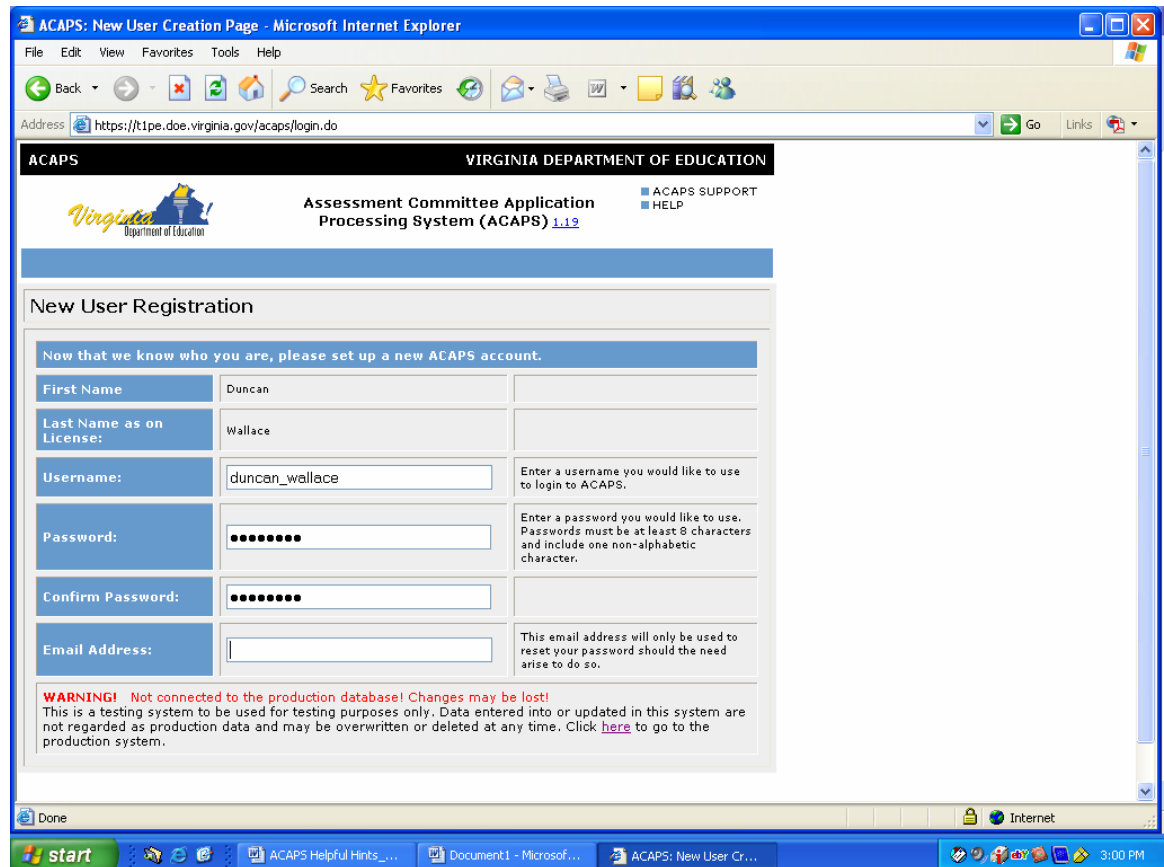
At the bottom of the form, there are three buttons: "Back to Login", "Register", and "Reset".

Step 2:

After ACAPS verifies that you are a Virginia educator--

- enter a "Username" in order to log in to ACAPS
- enter a "password" (password must be at least 8 characters and include one non-alphabetic character)
- confirm your password
- enter your e-mail address

After new user registration is completed, click **"Create User"** at the bottom of the screen. You are now on the ACAPS Home Page and logged in as a user.



ACAPS: New User Creation Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://t1pe.doe.virginia.gov/acaps/login.do> Go Links

ACAPS VIRGINIA DEPARTMENT OF EDUCATION

Assessment Committee Application Processing System (ACAPS) 1.1.2

ACAPS SUPPORT
HELP

New User Registration

Now that we know who you are, please set up a new ACAPS account.

First Name	Duncan	
Last Name as on License	Wallace	
Username:	duncan_wallace	Enter a username you would like to use to login to ACAPS.
Password:	••••••••	Enter a password you would like to use. Passwords must be at least 8 characters and include one non-alphabetic character.
Confirm Password:	••••••••	
Email Address:		This email address will only be used to reset your password should the need arise to do so.

WARNING! Not connected to the production database! Changes may be lost!
This is a testing system to be used for testing purposes only. Data entered into or updated in this system are not regarded as production data and may be overwritten or deleted at any time. Click [here](#) to go to the production system.

Done Internet

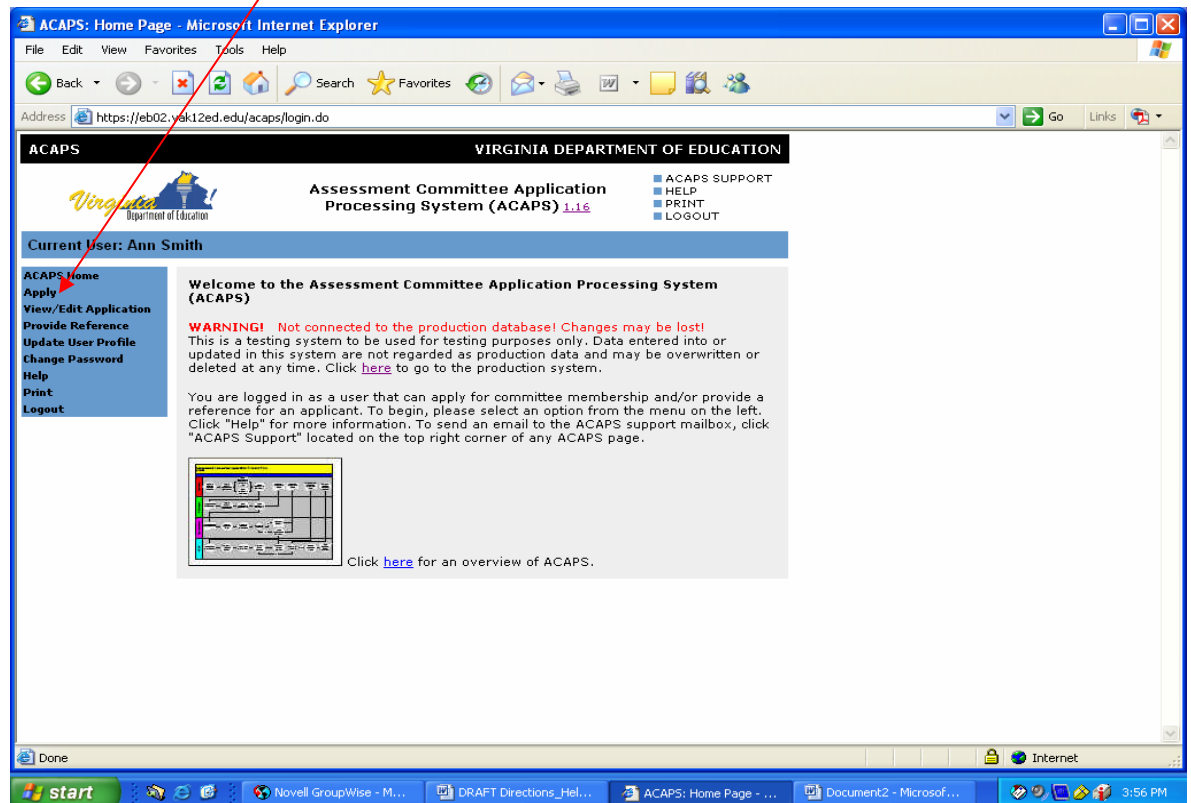
start ACAPS Helpful Hints... Document1 - Microsof... ACAPS: New User Cr... 3:00 PM

Step 2 (continued):

To begin the application process, select **APPLY** (Upper left corner in blue box). You may apply for only one 2007 VAAP Standard Setting committee.

At this point, as you progress through the application, each screen will display "Application Summary." This field will provide summarized information that has been entered into the system.

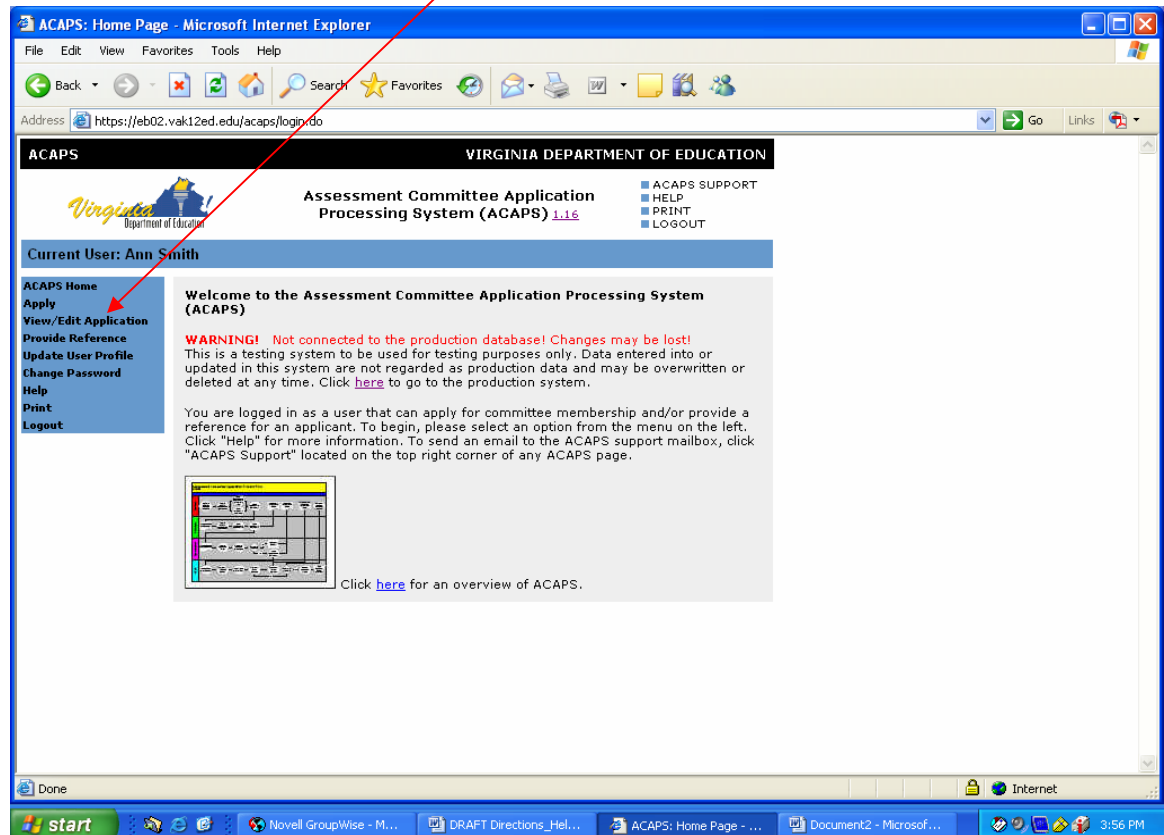
Follow instructions that appear on the screens as you progress through the application submission process.



Step 2 (continued):

To begin other functions, **select** an option (such as View/Edit Application, Provide Reference, Update User Profile, Change Password, etc.) from the menu on the left of the page. You may **click** "Help" for more information.

To send an e-mail to the ACAPS mailbox, **click** "ACAPS Support" in the menu at the top right corner of any ACAPS page. To advance through the application process, **click** "NEXT" at the bottom of each page.



Step 3:

Select the committee group and committee for which you wish to apply. (Choose one from the drop-down menu and *click NEXT.*)

ACAPS: Committee Application - Committee Group and Committee Selection Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://t1pe.doe.virginia.gov/acaps/apply.do>

Provide Reference Update User Profile Change Password Help Print Logout

Application Summary

Application Due Date, ID	Based on committee group selection, 1660
Status	In Progress Applicant is editing application.
Committee Group/ Committee	None Selected, None Selected

Step 1: Select the committee group and committee for which you are applying

* Select a committee group from the drop-down list!

2007 Virginia Alternate Assessment Program (VAAP) Standard Setting Committee

* Indicates field is required

* Select a committee and click Next

	Committee	Schedule
<input type="radio"/>	Grades 3, 4 and 5	June 4-7
<input checked="" type="radio"/>	Grades 6, 7 and 8	June 4-7
<input type="radio"/>	Grade 11	June 4-7

* Indicates field is required

< Back Next >

Done

start ACAPS Helpful Hints... Document1 - Microsof... ACAPS: Committee A... 3:03 PM

Step 4:

Complete the demographic information (personal contact information). For previous ACAPS users, ACAPS will automatically provide this information based on your 2006 application submission. However, if information has changed, please update as necessary.

ACAPS: Committee Application - Demographic Data Page - Microsoft Internet Explorer

Address: <https://t1pe.doe.virginia.gov/acaps/apply.do>

ACAPS VIRGINIA DEPARTMENT OF EDUCATION

Assessment Committee Application Processing System (ACAPS) 1.1.2

Current User: Duncan Wallace

Demographic Information

Application Summary

Application Due Date, ID	03/30/2007, 1660
Status	In Progress Applicant is editing application.
Committee Group/Committee	2007 Virginia Alternate Assessment Program (VAAP) Standard Setting Committee, Grades 6, 7 and 8

Step 2: Update or complete demographic information

Provide Contact Information

* Indicates field is required

* School Division: Select ...

School: Select ...

* Position: Select ...

Complete the background information (educational background and work experiences for the past five years). For previous ACAPS users, ACAPS will automatically provide this information based on your previous submissions. However, if information has changed, please update as necessary.

Step 5:

Complete the questionnaire. There are four areas—

- Explain how you apply the SOL in your current assignment
- Describe your experiences with students who have special needs
- Describe your experiences with students of limited English proficiency
- Explain why you are interested in serving as a member of an assessment committee

ACAPS: Committee Application - Questionnaire Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://t1pe.doe.virginia.gov/acaps/apply.do> Go Links

Step 4: Complete the questionnaire

Please respond to the following statements. Responses are limited to a maximum of 1000 characters.

* Indicates field is required

* 1. Briefly describe your college training and expertise as it relates to the alternate assessment program.

[Check character count](#)

* 2. Briefly describe your teaching/supervisory responsibilities of students with significant cognitive disabilities for the past three years. Please include grade(s).

[Check character count](#)

* 3. Briefly explain why you are interested in serving as a member of a Standard Setting Committee.

Done Internet

start ACAPS Helpful Hints... Document1 - Microsof... ACAPS: Committee A... 3:06 PM

Step 6:

Designate your professional reference (principal or supervisor) and provide your reference a copy of the “**Directions for the Professional Reference.**” However, ACAPS will generate an e-mail message to the reference with instructions regarding how to access the system and link to the reference’s questionnaire.

The screenshot shows a web browser window titled "ACAPS: Committee Application - Reference Designation Page - Microsoft Internet Explorer". The address bar shows the URL "https://t1pe.doe.virginia.gov/acaps/apply.do". The page content includes a sidebar with "Print" and "Logout" links. The main content area displays application details:

Application Due Date, ID	03/30/2007, 1660
Status	In Progress Applicant is editing application.
Committee Group/Committee	2007 Virginia Alternate Assessment Program (VAAP) Standard Setting Committee, Grades 6, 7 and 8

Below the table is a section titled "Step 5: Complete professional reference information". It contains instructions: "Provide contact information for a professional reference who will support your nomination for membership on the selected committee. The professional reference must have contact with you on a regular basis in your current assignment." and a note: "When submitting your application, the reference will be contacted via the email address provided. The email will include a link that will enable them to respond to a professional reference questionnaire on your behalf."

A red arrow points to the "Principal" radio button in the "Reference" section, which is selected. The form includes fields for Name, Phone Number (with a note "10 numbers without dashes or spaces"), and Email. All fields are marked as required with an asterisk.

At the bottom of the form are buttons for "< Back", "Save", and "Next >".

Directions for the Professional Reference

The Professional Reference will receive an e-mail notification once an application is completed and submitted. The e-mail message will provide a web-address link that will lead the Reference through the process as follows:

- (1) Click on the highlighted link contained in the e-mail.
- (2) Select **New User** or log in with your previous Username and password.
- (3) If you have a *Single Sign-on for Web Systems* (SSWS) account, you can access ACAPS using this account. Please see your SSWS school division account manager for assistance.
- (4) Complete the **New User** registration (first name, last name as on your Virginia educator's license, and birth month/year) and *click Register*.
- (5) Follow the directions on the next screen.
- (6) Complete the *Professional Reference Questionnaire* on behalf of the applicant and when finished, select **SUBMIT**.
- (7) Select **LOGOUT** (Upper left corner in blue box).

Step 7: Review and submit the application.

When you have finished the application, carefully **REVIEW** your entries. Make any changes and when completed, select **SUBMIT**. At this point no further edits or changes may be made to the application

Directions for Previous ACAPS Users:

- 1) Previous ACAPS users can use the same username and password. If you have forgotten your password, select *FORGOT Password* and ACAPS will send you a temporary password to the e-mail address provided on your application.
- 2) Once logged into ACAPS, follow the instructions on the various screens.
- 3) **NEW for 2007**—ACAPS will *automatically* enter your Demographic and Background Information from your previous committee application submission. Please review this information carefully and provide any updates or changes to these sections as necessary.
- 4) Complete previous steps 4 through 7.

Application Review and Approval by the Division Superintendent or Superintendent's Designee

- ACAPS will "hold" all applications from a school division until March 30, 2007. At that time, ACAPS will send an e-mail to the division superintendent and superintendent's designee(s) informing him/her that division personnel applications are awaiting review and approval. Superintendents or designee(s) will be able to review each application and professional reference comments.
- To complete the submission process, the superintendent or designee must approve and *click SUBMIT* for each applicant.
- All applications approved by the division superintendent are due to the Virginia Department of Education via the ACAPS by **April 6, 2007**.

ACAPS Sends E-mail Messages to:

- 1) Applicants - indicating the status of their application at various intervals throughout the entire process, including notification of acceptance status upon completion of the VDOE selection process;
- 2) Professional Reference – providing directions for linking to the reference questionnaire to be completed on behalf of the applicant;
- 3) Division Superintendent or Designee – providing directions for linking to the application and the reference questionnaires, and allows for review and approval of the application; and
- 4) Division of Assessment and Reporting staff – signifying that the application has been completed and approved for the VDOE selection process.